



FISCAL YEAR

2014-2015

ANNUAL REPORT





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Cover Photo: Split Rock, Hurd Park

## 2014 | 2015 Annual Report

December 15, 2015

Dear Residents,

What a year it has been, from one of the most technically challenging winters in the last five years to the largest construction season in anyone's recent memory. I am pleased to report that Connecticut Natural Gas is in the final phases of completing their 13 mile expansion, the largest in over 30 years.

This past year put Town staff and resources to the test. With the multiple construction projects in Town, our Police Department was tasked with either providing or identifying the appropriate agency to provide private duty (at no cost to the Town). At its peak, the Town had over 30 private duty jobs to fill in one week. In house, the Department of Public Works also put down 2029 tons of asphalt in an effort to repair roads after damage done by the cold winter.

The Town Clerk's Office for the first time this year offered e-filing which offers residents and patrons new and more convenient ways of doing business. The Town has entered the revaluation process and our Assessor and his department are hard at work making sure fair values are assigned to all of our properties.

As we look to the upcoming year, the Town Staff and I promise to continue delivering the highest quality service possible to our residents in the most efficient manner possible. We understand that it is your tax dollars at work and we need to be responsible stewards for you. I look forward to another productive year delivering the best and most efficient services possible in an effort to make East Hampton one of the best communities to live and work in Connecticut.

Best regards,

Michael Maniscalco, MPA  
Town Manager



## Summary

**The Annual Report provides a snapshot of the components of the Grand list: Real Estate, Personal Property, and Motor Vehicle, as well as exemptions and Board of Assessment Appeal adjustments. This information compares the change between the 2012 Grand List and the 2013 Grand List. The result is an overall net increase of 2%. Additionally, the trend is toward continued growth as East Hampton's economic outlook improves.**

## Overview

The Assessors' Office is responsible for the discovery, listing, and valuing all taxable and tax-exempt Real Estate, Business Personal Property and Motor Vehicles located within the Town of East Hampton. This data is compiled into a final report known as the Grand List, which is filed with the Connecticut State Office of Policy and Management by the end of January. However, this is subject to change by the Board of Assessment Appeals. The M-13 Grand List is the total of all property assessed as of October 1, minus exemptions and after the Board of Assessment Appeals has concluded

hearings. When the budget is approved and the Grand Levy (budget) is established, the Grand Levy is divided by the Grand List to determine the mill rate.

The Assessment Office throughout the year also administers many State mandated programs and procedures including: Veterans Exemptions, Disability Exemptions, State Homeowners and Disabled Tax Relief for Seniors, Property Transfers, Land Splits, Building Permits and motor vehicle dispositions.

## SUMMARY COMPARISON GL12 TO GL13

### Actual 2013 Grand List

	# of accts	Gross assessment	BAA Adj	Exemptions	Net
Real Estate	6,173	1,102,271,796	67,240	91,310,103	1,010,961,693
Personal Property	988	28,058,760	8,250	1,782,555	26,276,205
Motor Vehicle	14,193	99,435,966	16,255	708,980	98,726,986
<b>FINAL TOTAL</b>	<b>21,354</b>	<b>1,229,766,522</b>	<b>91,745</b>	<b>93,801,638</b>	<b>1,135,964,884</b>

### Actual 2012 Grand List

	# of accts	Gross assessment	BAA Adj	Exemptions	Net
Real Estate	6,165	1,096,373,237	839,467	90,970,322	1,005,402,915
Personal Property	1,009	26,895,504	21,126	1,530,130	25,365,374
Motor Vehicle	14,132	97,398,085	20,506	682,397	96,715,688
<b>FINAL TOTAL</b>	<b>21,306</b>	<b>1,220,666,826</b>	<b>881,099</b>	<b>93,182,849</b>	<b>1,127,483,977</b>

		Percentage Change Gross 2%	Percentage Change Exmpt 4%	Percentage Change Net 2%
Change Summary	New Accts	Exemptions	Acct Change	State Reimbursement
Real Estate	8	Local Freeze	2	Elderly Homeowner \$52,495.69
Personal Property	48	Blind	1	Addl Veterans \$4,510.17
Motor Vehicle	61	Non-Reimbursed vet	<27>	
<b>Cert of Corrections</b>	<b>Total</b>	Elderly Homeowner	2	
# COC MV	771	Reimbursed vets	<27>	
# COC PP	208	100% Disability	1	



## Vision

**The East Hampton School District - preparing and inspiring our students to be innovative, responsible, contributing members of an ever-changing global society.**

## The Mission of East Hampton Public Schools

**The mission of East Hampton Public Schools in partnership with our community is to develop knowledgeable, responsible, productive citizens who effectively demonstrate problem-solving and communication skills, make informed decisions and respond appropriately and confidently to life's challenges.**



## District Goals

**Goal 1.** East Hampton Public Schools will engage all students in integrated curriculum that fosters essential life skills of critical thinking and reasoning, collaboration and communication, problem solving and innovation.

**Goal 2.** East Hampton Public Schools will prepare all students for college, career and life by advancing digital literacy.



**Goal 3.** East Hampton Public Schools will ensure that all students are taught and led by highly qualified professionals through the continuous improvement of feedback and reflection provided through the advancement of professional learning communities.

East Hampton Public Schools educate approximately 1900 students in grades PK-12 across four schools and an alternative high school program. East Hampton students routinely exhibit high student performance. Here are some examples of notable items from our schools:

- 🏆 The "renovate as new" East Hampton High School Building project began with a ground-breaking ceremony in November 2014. Work began shortly thereafter and will continue until its anticipated completion in Spring, 2017.
- 🏆 There was a district wide STEAM (Science, Technology, Engineering, Arts and Mathematics) exposition held in May. This highlighted the integration of technology into all curricular areas.
- 🏆 The College Board named East Hampton High School to the AP Honor Roll for expanding opportunities and improving performance for AP students two years in a row, 2012-2013 and 2013-2014.
- 🏆 East Hampton High School SAT scores for 2015 were above National and State averages.
- 🏆 East Hampton High School AP scores for 2015 were above National and State averages. In 2015 East Hampton students took more AP tests than ever (177) and had more students receive a passing score than ever (86).
- 🏆 Of the 130 schools in the state taking the Career and Technical Education Assessment, East Hampton ranked 3rd in percentage of students reaching the cut score.
- 🏆 East Hampton students in grades three through eight and in grade eleven consistently scored above the state average on the Smarter Balanced Assessment (SBAC) tests in both English Language Arts and Math for 2014-2015.
- 🏆 East Hampton High School has received national ranking in US News and World Report Magazine as a top performing high school. The high school was 926th in the nation and 26th in Connecticut.
- 🏆 East Hampton's autism program is recognized as a regional model with educators visiting from surrounding towns to model the program.
- 🏆 East Hampton High School's boys' soccer team captured the school's first Class "S" championship title in 2014.
- 🏆 East Hampton students contribute to the greater community as compassionate contributors as evidenced by significant fund-raising, volunteerism and civic involvement.



## Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Transactions	20,266	5,111	7,584	1,560	34,521
On Line Payments (ACH)	274	60	186	25	545
On Line Payments (Credit/Debit)	215	56	131	44	446
Refunds	103	64	39	40	246
Bounced Checks	27	2	7	8	44
Certificates of Correction	417	129	70	53	669
Pro-rates	4	-	-	-	4
BAA	1	-	-	-	1

**The Collector of Revenue is responsible for the billing, collecting and accounting of all tax monies levied by the Town of East Hampton, and the collection and billing of all sewer use and all sewer assessment charges as imposed by the Water Pollution Control Authority.** All collections

proceed under State of Connecticut Statutes and Town of East Hampton ordinances. Accounting practices must be as set forth in Public Act 77-611, which outlines accounting and auditing procedures and Generally Accepted Accounting Principles (GAAP).

All taxable property based on the Grand List of 2013 became due and payable on July 1, 2014. Real Estate and Personal Property tax bills over \$100 were payable in two installments, July 1, 2014 and January 1, 2015. Supplemental Motor Vehicle tax bills were due January 1, 2015.

The goal of the Office of the Collector of Revenue is to bill, collect and account for all the payments due to and made to this office. Every effort is made to do so in an efficient and equitable manner. Office staff attends training

classes that are offered through OPM, CIRMA and any other venue that helps us obtain our goals and doing so in a professional manner. Taxpayers have the option of paying their tax bills on-line using ACH payments, Visa, MasterCard or Discover through Webster Bank. The Office utilizes the services of a debt collection

firm in the collection of suspense accounts. Through 6-30-2015, this firm has generated \$6,622 in the collection of suspense accounts. The office continually works with the Assessor's office enabling timelier corrections, adds/deletes and pro-rations. Staffing is two full time employees and one part time employee.

## Tax Categories were Billed as Follows:

5,981	Real Estate Tax Bills	\$27,345,806
988	Personal Property Tax Bills	678,728
14,193	Motor Vehicle Tax Bills	2,620,451
2,322	Supplemental Motor Vehicle Tax Bills	306,117
<b>Total due</b>		<b>\$30,951,102</b>

## Tax Collections as of June 30, 2015 were as follows:

2013 Grand list	\$30,452,691
Prior years tax	526,752
Interest	205,627
Liens and fees	4,142
<b>Total Collected 1999-2013 Grand List</b>	<b>\$31,189,213</b>

## Water Pollution Control Authority

October 1, 2014	2690 sewer use bills	\$1,106,310
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## Sewer Use Collections as of 6-30-2015 were as follows:

Sewer use 2006-2014 charges paid	1,076,571
Interest	48,695
Liens and fees	5,818
<b>Total paid</b>	<b>\$1,131,083</b>

<b>June 30, 2015 principal assessment balance</b>	<b>\$ 228</b>
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### Finance Department Mission Statement

To provide timely, accurate and relevant budgetary and financial information to our citizens, customers and various boards and assure compliance with established accounting standards. To maintain and control the general ledger, accounts payable and payroll while ensuring accountability and timely and accurate financial information. The department is committed to enhance services to our customers through innovative ideas and to think creatively on ways to operate more efficiently.

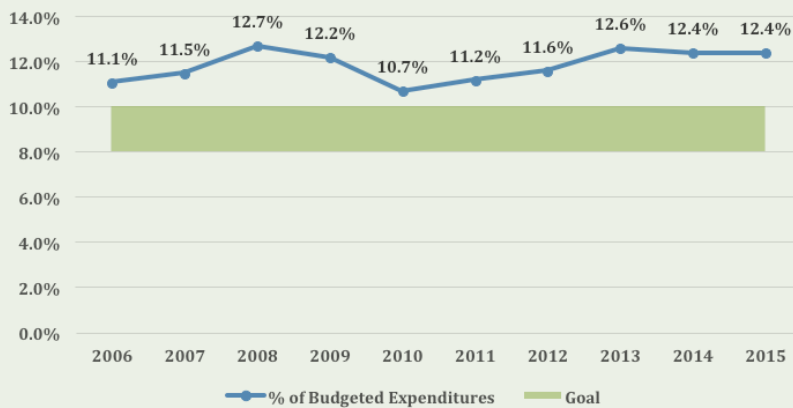
Teresa Shulman (at left)  
Retiring after 20 years of full time service



### Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Checks Processed	1,227	1,282	1,176	1,127	4,812
A/P Direct Deposit	400	464	453	466	1,783
Invoices Processed	3,410	3,733	3,785	3,624	14,552
Purchase Orders Created	585	185	183	249	1,202

Fund Balance as a % of Budgeted Expenditures



### Fiscal Year Summary

The general fund ended the year with net income of \$191,891. Since 2005 the general fund balance has increased by over \$1.7 million dollars. Fund balance represents 12.4% of Fiscal year 2015 budgeted expenditures. The general fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance of the general fund was \$5,064,400.

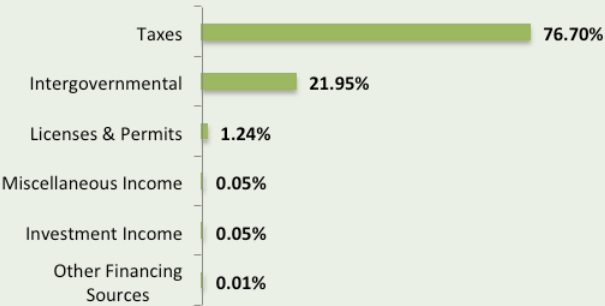
During the fiscal year no additional appropriations from fund balance were approved.

Percent of Levy Collected

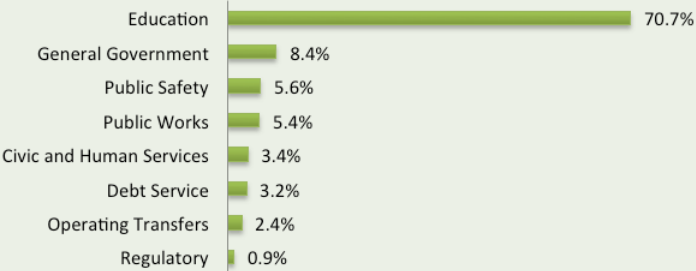
This year's tax collection rate was 98% which was equal to the budgeted estimate. Historically the Town collects almost 100% of the billed taxes within three years



2014-2015 Revenues  
% of Total



2014-2015 Expenditures  
% of Total



For the calendar year of 2014, the **East Hampton Volunteer Fire Department** has dedicated over 3,000 hours of service while responding to 302 calls from the public; preserving property and removing persons from harm’s way. East Hampton firefighters have logged thousands of hours of training and hundreds of hours of community service. The Department has a stable roster 60 members strong, and has 5 junior members

The East Hampton Volunteer Fire Department, under the guidance of the Board of Fire Commissioners, has maintained three Fire Houses, sixteen pieces of apparatus, and all of the thousands pieces of personal protective equipment, other vital equipment and supplies necessary to meet the OSHA and NFPA annual requirements for the safe operation of the Department. The Department undergoes rigorous annual testing of the membership, through medical checkups, live burns and extensive training, and equipment testing for; pumps, ladders, hose, SCBA flow, & air quality testing. More and more requirements are being placed on the Department from OSHA and NFPA, the regulatory bodies that govern fire department operations. The Department has completed a thorough review and update to standard operating procedures to comply with these regulations.



FIRE DEPARTMENT

Looking to the future the Department will strive to continue to provide the services and community programs it currently offers and an expanded medical response, with minimal growth in the operating budget. In return, the Department is planning on replacing the aging 1985 ladder truck now in service at Headquarters, with a new ladder truck that will serve the town well into the future.







### The Fire Marshal's Office

is located in the Barton Hill Fire House and is responsible for the enforcement of all applicable State and Federal Fire Codes and Regulations and other duties as set forth in the Connecticut General Statutes, as well as other legislation enacted by the Town. Fire prevention is the primary objective of the Fire Marshal, which is promoted through inspections of properties and activities regulated by the Connecticut Fire Safety Code, the Connecticut Fire Prevention Code, the administration of the permit process for activities subject to those permits, and by providing public fire education and guidance. The storage, transportation and use of hazardous materials and explosives are under the authority of the Fire Marshal, as well as the administration of Connecticut Department of Environmental Protection Open Burning Regulations, as the Open Burning Official. Connecticut Statutes require

that the Fire Marshal investigate every fire or explosion within the jurisdiction, for determination of the cause and origin. This year the office was charged with maintaining a fire watch during the removal of the old water tower on Summit Street. This was due to the use of cutting torches and the proximity of the tower to the structure. The idea of the fire watch is to provide fire protection and another set of eyes during the removal process to avoid damage to the building.

During the year, the office performed 187 site inspections of properties subject to the Fire Code and Regulations. There were 10 blasting permits issued, as were 127 Open Burning Permits. We performed 18 Plan reviews of proposed sites and/or buildings for code, regulation and local requirement compliance. There were 35 hours dedicated to activities related to fire prevention education. As required, 38 hours were spent in professional training to maintain Fire Marshal state certification. In addition the office investigated 29 fires for cause and origin.

### Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
CSFPC Inspections With Violations	27	23	33	17	100
CSFPC Inspections With No Violations	1	4	23	8	36
CSFPC Re-Inspections Violations Corrected	17	12	10	4	43
CSFPC Re-Inspections Violations not Corrected	-	-	-	-	-
Burn Permits Issued	41	19	13	54	127
Blasting Permits Issued	6	1	-	3	10
Event Registration Permit	7	9	38	3	57
Plan Reviews Performed	1	4	6	7	18
Origin and Cause Investigations	17	6	3	3	29



**Human Resources (HR)** has primary responsibility for managing, assisting and dealing with all employee related matters including such functions as policy administration, recruitment process, benefits administration, employment and labor law, labor relations, personnel records retention, wage and salary administration, employee assistance program, safety/risk compliance, workers' compensation, retirement, etc.



**T**his fiscal year we had several very notable retirements with many years of service. Board of Education employees included Barbara Sargent with 40 years of service, along with Frances Guillemín with 39 years, and Cora Clebowicz with 27 years of service. On the Town side, Jim Carey, our Planning, Zoning & Building Administrator, retired after 30 years of service. Full-time positions filled throughout this

fiscal year were the Assessor, Police Officers, Public Utilities Administrator, Children's Librarian, Parks & Recreation Director, and a Public Works Maintainer. Part-time positions included Public Services Associates for the Library, Deputy Registrars, Office Clerks and many Parks and Recreation seasonal employees.

Employee training and informational presentations continued. Municipal Employee

Relations Act (MERA), and Freedom of Information (FOIA) training was attended. We held seminars on customer service, team building, deferred compensation plans, and other employee benefits. An employee appreciation barbecue was held, the Employee Handbook was updated and Employee Self Service (ESS) was implemented. (ESS provides access to personal information, as well as pay and tax information. It allows employees to view and request time off electronically using a unique username and password). We held our annual Employee Health Fair and the Employee Morale Taskforce was merged with the Wellness Committee.



### Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Paychecks Processed	183	123	108	114	528
Direct Deposits Processed	725	763	688	736	2,912
Personal Action Request Forms Processed	319	58	60	106	543
New Hires	3	3	5	37	48
Terminations	4	4	3	2	13
Employee Sponsored Workshops/Training	2	2	3	-	7

# East Hampton Public Library

## July 2014-June 2015 Service Highlights

Our mission is to promote equal access to information and ideas, love of reading, and a wide range of community-based educational and cultural programs.



**14,161**

Over 14,000 people attended 452 library-sponsored programs



**3,063**

The library issued or renewed over 3,000 library cards



**7,558**

7,558 residents have East Hampton Public Library cards



**5,856**

Of 12,874 residents, 5,856 used their card at least once during the year

The library offered 64 outreach programs in FY14-15

**In-Person Visits**



**127,885**

That's 31,045 more than our 15 year average

**Other Fast Facts**



The library was open 2,636 hours



Public PCs logged 6,442 hours of use



3,709 people used library wifi inside the library



Over 8,500 online web catalog logins per month

Volunteers performed 10 hours of service in a typical week

**Patron Engagement**



Our Facebook fans increased by 58%

**Database Usage**



Subscription database use rose by 5%

**Museum Pass Program**



\$15,400+ in savings to pass users

**Electronic Books/Audio**



Checkouts increased by 62%

East Hampton Public Library, Where Smart Growth Begins!



Libraries are so much more than books. While continuing to emphasize books and reading and in particular, early childhood literacy, FY15 brought programs and services with an emphasis on recreational learning and enrichment for adults. The library also placed a new focus on STEAM (Science, Technology, Engineering, Arts, and Math) and maker initiatives for kids. After-school programs featured science and engineering topics and craft programs moved beyond the traditional fare. Local partnerships aimed at forwarding the maker movement in East Hampton are also planned for FY16. The library currently partners with the Rotary Club to manage and fund a LEGO robotics league for ages 9-12.



E-services also moved alongside traditional services in FY15. A balanced array of database offerings received a healthy workout from local patrons and e-book/e-audio circulation rose by more than 62%. The library advanced its digital conversion efforts; East Hampton High School yearbooks, 1940-1956, are available in digital format with plans to complete 1957-1977 in FY15. Plans to expand the number of e-offerings with Value Line (investment research) and a much requested online gaming platform are also moving forward.



## Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Library Cards Issued, Updated or Renewed	766	1,129	521	647	3,063
Circulation	36,922	33,124	30,229	40,105	140,380
Reference Questions	2,111	2,258	2,854	3,264	10,487
Info Database Use (est. Sessions)	6,664	6,954	6,919	9,103	29,640
Library Door Traffic	32,493	31,548	32,823	31,021	127,885
Library Sponsored Programs	110	117	109	116	452
Library Program Attendance	3,624	3,791	2,735	4,011	14,161
# of Public Internet Sessions	1,470	1,942	1,506	1,624	6,542
# of Wireless Service Users (est.)	873	914	871	1,051	3,709
Library Outreach Programs	20	14	13	17	64
Volunteer Community Service Hours	135	150	120	133	538
Book Discussion Groups Supported	13	13	12	11	49
Meeting Room Use # of meetings	101	105	102	125	433





## THE LOWER CONNECTICUT RIVER VALLEY COUNCIL OF GOVERNMENTS (RIVER COG)

**RiverCOG, one of Connecticut's nine Regional Planning Organizations, is governed by the chief elected officials of its 17 member towns:**

**Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland, and Westbrook.** The RiverCOG is responsible for planning of regional land use, transportation, emergency preparedness, environmental conservation, economic development, and homeland security. RiverCOG also provides regional services such as household hazardous waste collection.

Current officers for RiverCOG are Cathy Iino (Killingworth), serving as Chairperson, Dick Smith (Deep River) as Vice-Chairperson, Susan Bransfield (Portland) as Secretary, and Ed Meehan (Chester) as Treasurer. In December, RiverCOG welcomed Sam Gold to fill the role of Executive Director. Sam comes to us from the Council of Governments of the Central Naugatuck Valley Council of Governments in Waterbury, where he served

as Executive Director. Sam is a member of the American Institute of Certified Planners and has thirteen years of regional planning experience.

Under state statute, RiverCOG through its Regional Planning Committee (RPC), reviews proposed zoning text and map changes that affect property within 500 feet of municipal boundaries and subdivisions which touch or cross town lines. The RPC is also working with staff on the first Regional Plan of Conservation of Development for the Lower Connecticut River Valley Region. The RPC includes a representative and alternate from each municipal Planning Commission in the region.

RiverCOG also conducts regional transportation planning as a federally designated Metropolitan Planning Organization (RiverMPO). As an MPO, RiverCOG is responsible for programming federal and state transportation funds provided to the region by the U.S. and Connecticut Departments of Transportation. In fiscal year 2015 RiverCOG completed its first

Long Range Transportation Plan for the new region, conducted a series of rail corridor studies focused on the Valley Railroad State Park, and the completion of a regional digital parcel database (GIS).

RiverCOG hosts and staffs various regional initiatives and commissions including: the Connecticut River Gateway Commission, the Shoreline Basic Needs Task Force, the Land Trust Exchange, the Coast Guard Auxiliary, the Regional Agricultural Commission, the RiverCOG Strategic Economic Growth Committee and other groups as space and time permits.

The River COG board approved the same annual dues rate for fiscal year 2015 as in fiscal year 2016. Total annual dues collected for fiscal year 2015 totaled \$146,953.42. The RiverCOG leveraged every dollar of local dues with over \$13 in other grants. The total budget of RiverCOG budget was \$2,082,323 in fiscal year 2015.

**A copy of our full annual report is available on our website: [www.rivercog.org](http://www.rivercog.org).**



### Mission

The Parks and Recreation Department is committed to providing innovative program opportunities.



The 2014-2015 fiscal year continued to show improvements through all aspects of the **Parks and Recreation Department**. We continued to expand social media outreach and as a result nearly doubled our followers on Facebook. This has proved to be both a great community outreach and marketing tool for the department. Along with our press releases, promotions through the school system and program brochures, we feel our marketing has never been stronger.

Parks and Recreation programs and special events have continued to show improvements and work towards addressing programing

gaps. Most notable the expansion of the Sears Park summer camp program to now include participants entering kindergarten to grade seven, and the institution of Tai Chi and fitness classes to expand our offerings for adults. Special Events that the Parks and Recreation Department ran or participated in showed a very positive impact on the community. Events this year included the Air Line Trail Ghost Run, Concerts in Sears Park, the Village Center Harvest and Strawberry Festivals, National Trails Day, and Movies in Sears Park. We have even more great events planned for the 2015-2016 fiscal year.

### Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Municipal Parks/Grounds Maintained Man-hours	420	65	70	511	1,066
BOE Athletic Complexes Grounds Maintained Man-hours	761	180	72	743	1,756
Actual Program Registrations	505	428	242	1,827	3,002
Actual Programming Hours	2,326	493	509	585	3,913
Actual Program Participants	2,379	1,800	1,259	1,037	6,475
Staff Supervised	186	155	197	86	624
Project Management Man-hours	60	-	13	190	263



In fiscal year 2014-2015 the **Building Department** performed more than 1500 residential, commercial and zoning inspections. These inspections included electrical, mechanical, plumbing, structural, and zoning. Homes and businesses were expanded, renovated, or otherwise improved. During this year 37 new housing units were constructed. These units

were comprised of two 8 unit apartment buildings, 19 single family homes, and one 2-family home. Construction is on-going and on schedule at the East Hampton High School. Two townhouse buildings comprised of three residential units each have been permitted and the infrastructure for the Hampton Woods Townhomes is currently under construction. A number of business buildings and uses are in progress. The estimated value of permitted construction was \$63.5 million. This includes residential permits valued at \$8.6 million, commercial permits valued at \$2.1 million, and municipal improvements valued at \$52.8 million. The PZC, the ZBA, and the IWWA

meet monthly to hear matters such as subdivision applications, site plans, and other land use matters. The **Planning and Zoning Commission** continues to utilize and review the **Plan of Conservation and Development** and works to improve the Zoning & Subdivision Regulations. The Planning and Zoning Commission has worked closely with the owner/operator of a recycling business in town helping to bring it into compliance with federal, state, and local laws and eliminating environmental concerns for the town and the neighbors. The PZC continues to work closely with the Public Works Director for the health and wellbeing of Lake Pocotopaug. We continue to review and revise conservation and zoning regulations. [\[cont.\]](#)



MAIN ENTRANCE

## Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
<b>PERMITS</b>					
Building Permits	68	91	40	111	310
Electric Permits	66	67	41	55	229
Mechanical Permits	71	87	46	55	259
Plumbing Permits	21	21	10	18	70
Demolition Permits	5	5	2	6	18
Zoning Permits	33	29	14	44	120
Inspections	332	329	200	312	1,173
Compliance	76	100	163	78	417
<b>LAND USE APPLICATIONS</b>					
P&Z	28	24	15	23	90
IWWA	21	19	21	33	94
ZBA	5	3	10	12	30
Compliance	8	11	14	12	45
<b>ENFORCEMENTS</b>					
Zoning Investigations	40	53	42	50	185
Building Investigations	42	49	50	60	201
Blight Investigations	32	33	28	42	135
Compliance Verifications	9	16	13	5	43

Fees are collected for building, zoning, electrical, plumbing, and mechanical permits. Subdivision, wetlands permits, variances, and site plans are also subject to application and inspection fees. This revenue is intended to offset the costs associated with the administration of the functions of the department. These fees were in excess of \$151,500 for fiscal year 2014-2015.

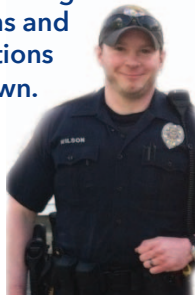


## POLICE DEPARTMENT



**The East Hampton Police Department is operationally funded for fifteen full time officers and two clerical**

**staff. During this reporting year, our Police Officers were effective in bringing several high profile investigations to successful conclusions by conducting a high level of self-initiated criminal investigations, under-cover investigations and by working with neighboring police agencies in solving cases and sharing information. Our department has filled two open positions, increased training opportunities for officers and have been consistently striving to improve our medical response capabilities. We have continued to minimize the number of speeding and other traffic violations incidents by providing high visibility enforcement at high accident rate locations and other various locations in town.**



### Administration Division

The Administration Division has the responsibility of maintaining personnel and training records, payroll and accounting functions, providing logistical support and preparing and managing the department's budget. The Administrative Division is also responsible for initiating Internal Affairs Investigations and respond to all Citizen complaints. Support Services process and maintain all reports produced by the East Hampton Police Department staff and are responsible for the maintenance and security of criminal records. The Support Services staff greet customers, answer phones, prepare a number of reports, perform data entry in regional and national law enforcement telecommunications systems, conduct background checks on arrested persons and process all permit applications.



the safe, expeditious movement of vehicle and pedestrian traffic, minimizing property loss, recovering stolen property, ensuring safety and protection of persons and property through proactive and directed patrol, apprehending offenders, rendering aid and advice as necessary and providing the highest level of quality service through community-oriented policing. Patrols are responsible for the enforcement of state and local traffic laws, traffic accident investigation and traffic control within East Hampton. Traffic patrols conduct selective traffic enforcement details as required. Through the use of focused traffic enforcement details and radar enforcement, officers address high volume traffic issues and traffic-related problems that negatively impact the community.



### Patrol/Investigations

Patrol is composed of three shifts of uniformed officers that provide services 24 hours a day. Patrol is primarily responsible for responding to immediate and routing calls for service, crime related incidents, quality of life issues and medical emergencies. Officers are assigned to patrol, conduct preliminary investigations, collect evidence and arrest offenders. Other responsibilities include: facilitating





## Police Department: Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Monthly Cases	2,645	2,292	2,169	2,822	9,928
Motor Vehicle Accidents	66	69	64	59	258
Motor Vehicle Contacts	352	196	183	384	1,115
Criminal Arrests	51	36	40	39	166
Case Investigations	113	82	86	71	352
Robberies	-	1	-	-	1
Burglaries	5	2	2	2	11
Larcenies	33	19	15	21	88
Assaults	12	9	9	8	38
Sexual Assaults	1	2	-	2	5
Drug Violations	3	2	2	7	14
Motor Vehicle Thefts	2	-	-	1	3
Criminal Mischief	48	48	41	28	165
Domestic Disturbances	26	27	20	22	95
Alarms	155	173	153	132	613
Medical Calls	191	173	220	173	757
Juvenile Investigations	8	8	3	2	21
Phone/Walk-Ins	66	48	53	57	224
Administrative Services	84	59	86	82	311

## YOUTH & FAMILY SERVICES / SOCIAL SERVICES

**E**ast Hampton Social Services provides assistance to qualified residents who are in economic need. The allocation of direct service funds to Social Services may be used to help a resident offset an electric bill, a delivery of oil, or may be used as a good faith payment to

enroll in Eversource programs. Fifty residential households were helped this year. Social Services provides residents assistance in connecting with county and state programs that provide help in basic needs, employment, social security disability, and homelessness.

[cont. on pg 20]



### Youth & Family Services: Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Individual Counseling Hours	338	339	403	351	1,431
Couples Counseling Hours	193	251	444	225	1,113
Family Counseling Hours	-	-	-	-	-
Individual Counseling High School	-	-	-	-	-
Individual Counseling Middle School	-	-	-	-	-
Individual Senior Center	13	18	4	-	35
Group Counseling Middle School	-	-	-	-	-
Group Counseling Senior Center	10	17	20	20	67
<b>Total Counseling Hours</b>	<b>569</b>	<b>625</b>	<b>871</b>	<b>596</b>	<b>2,661</b>



**P**ublic Works continues to focus on projects that add value for the community and has continued to utilize in-house staff for smaller projects. The shift has had a significant positive impact in several areas including: cost savings, employee empowerment, efficiency and competency. Working as a team, the Department has collaboratively created a model to improve service and respond to resident inquiries. The Department was successful in dealing with the most severe winter of the past fifteen years, snowfall totals exceeded 82" and included more than 52 occurrences of winter weather related response.

Work performed by the Department included but was not limited to; resolving persistent and historic drainage issues, installation of an upper Rain Garden in Sears Park, stabilizing unimproved roads, rebuilding of more than twenty failed catch basins, completion of Phase 2&3 of the bonded Road Project along with providing routine and emergency response to the existing Town infrastructure and facilities. The Public Works Department Mission Statement and a Vision Statement characterizes both the reason for the existence of the Department and how the Department approaches their duty.

### Mission Statement

The mission of the Town of East Hampton Public Works Department is to provide reliable and cost-effective routine and emergency services to maintain the public works infrastructure and systems. Public Works, through its dedicated employees, performs work in a manner that emphasizes customer satisfaction, public service, and the long-term best interest of the community.

### Vision Statement

The Department will enhance East Hampton's quality of life through sound management, innovation, collaboration, teamwork and vision. The Department will strive to be a progressive organization while providing dependable, high quality, responsive services which are consistent with community values.



### Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Catch Basin Cleaning - Man Hours	124	98	80	120	422
Drainage - Man Hours	228	962	104	264	1,558
Maintain Cemeteries, Town Buildings, Village Center - Man Hours	155	182	54	190	581
Maintain DPW Facilities/Equipment/Vehicles - Man Hours	1,188	1,380	1,580	1,074	5,222
Meetings Training Development - MH	116	164	93	176	549
Misc. Service Requests - Man Hours	96	185	128	151	560
Patching Paving, Curbing Road Work - Man Hours	1,936	1,628	303	1,764	5,631
Roadside Mowing - Man Hours	484	12	-	222	718
Snow/Ice Control - Man Hours	-	913	5,356	-	6,269
Sweeping - Man Hours	144	10	72	834	1,060
Unimproved Road Maintenance - Man Hours	1,162	90	112	218	1,582
Tree Work - Man Hours	211	164	64	437	876
Work for Other Depts - Man Hours	432	390	180	374	1,376





## WASTE WATER

The Town of East Hampton's WPCA, through the Colchester-East Hampton Joint Facilities, is directly responsible for over 34 miles of collection system and over 20 lift stations in East Hampton. The East Hampton WPCA operating budget ending June 30, 2015 was \$1,037,953.00, which included payment of \$710,992.00 to the Colchester-East Hampton Joint Facilities for treatment and operation of the wastewater system. There are over 2,660 properties connected to the wastewater system in East Hampton.

State regulations that established the WPCA require that the Authority operate as an "Enterprise Fund" i.e. all fees paid by the users of the system must be used for the operations and maintenance of the wastewater system. There is no Town tax revenue used for the operations or maintenance of the wastewater system. In East Hampton the users pay \$330.00 per EDU for the annual use of the system. Those users with a Town maintained grinder pump pay an additional \$125.00 per year. Based upon 2011 sewer rate information published by Tighe & Bond Engineers, East Hampton's use rate is one of the lowest of the 17 towns surveyed.

## WATER

The Town owns and through the WPCA operates the Town Center Water System (TCWS) and the Royal Oaks Water System (ROWS). The WPCA, through contract services with State certified water treatment and distribution operators, is responsible for the day to day operations of both of these systems. A Special Revenue Fund presently exists for the water budget and the Town's General Fund contributed to the operation and maintenance of these water systems. The operating budget for both systems totaled \$118,993.00 and required a transfer from the Town General fund equal to \$13,578.00. Water rates established by the Town Council worked to remove this contribution from the Town's General Fund while maintaining a balance with surrounding communities.



## Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
After Hour Callouts	16	19	13	30	78
New Sewer Permits	7	5	-	2	14



### Mission Statement

To provide comprehensive services and programs to the current and evolving populations of older adults in East Hampton to promote their health, nutritional, financial, social, and recreational well-being.

**T**he Senior Center is a Community Focal Point, as designated by Senior Resources, an Area Agency on Aging. The Senior Center provides critical information and services to older adults and serves as a community hub for local activity for Older Adults for the Senior Resources Planning and Service Area. Older adults access services at the senior center for a variety of reasons. The Center offers on-going programs and services,

such as exercise programs, square dancing, the elderly nutrition program, (congregate and meals on wheels), music rehearsals, travel, Individual and Group counselling etc. The newest programming at the Center is with a partnership with the YMCA. The Y offers 2 exercise programs, dance and yoga, at the Senior Center. Others use the center as a resource, looking for information regarding Medicare, Housing, SNAP/ food stamp information, Energy

Assistance, etc. The Center is able to respond to these needs, with the partnerships with outside agencies and volunteers from the Town. There are three Choices volunteers from East Hampton, who went through 40 hours of rigorous Medicare training, and continue with on-going quarterly up-dates. In addition there are AARP volunteers, two, from town, that help with the Tax assistance program which is offered every year. The volunteers bring an extra dynamic to the services offered to the Older Adults as without them, they would have to travel some distance to get this assistance and/or have to pay for these services.

The Center is a 'hub of community' for Older Adults, family members, care givers, and friends of Older Adults. The activities promote socialization and interaction with others. Active Older Adults come to the Center to learn, teach, share, and be a part of the community. The social interaction is so vital for their general well-being and to keep them involved in purposeful activity.



### Year at a Glance

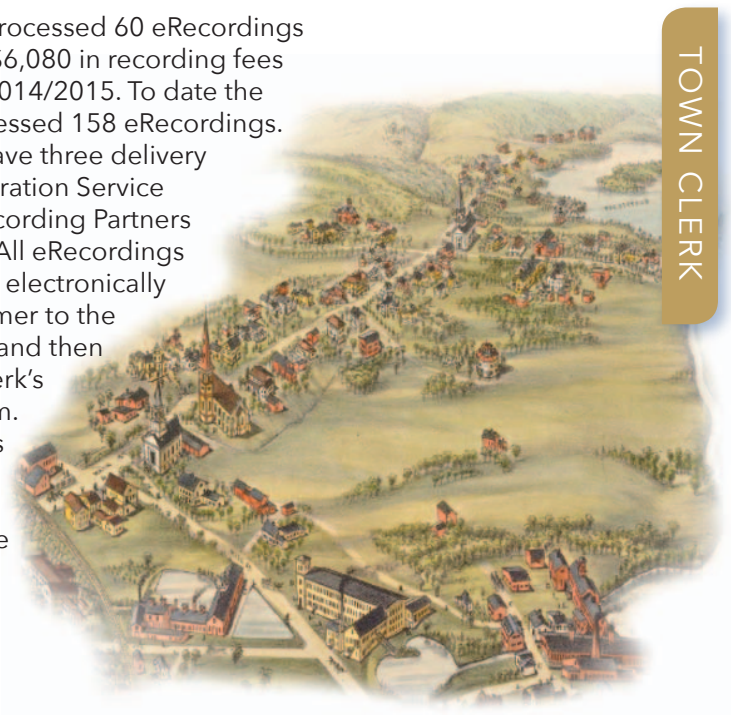
Measure	Units	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
General Membership	New Members	19	10	55	49	133
Meal Program	Congregate meals	617	578	564	672	2,431
Meal Program	Meals on Wheels	795	880	780	680	3,135
Transportation Dial=A-Ride (MAT) (social/personal/shopping/medical)	Total Rides	917	895	545	683	3,040
Enhanced Transportation (social/recreational)	One Way Ride	195	195	168	346	904
Volunteer Office Hours		455	549	360	321	1,685
Monthly Visitor Tallys	Unduplicated Sign-ins	478	528	455	524	1,985



**T**he Town Clerk's Office qualified and received a \$5,000 Historic preservation Grant from the State of Connecticut in fiscal year 2014/2015 for the preservation of our public records. The grant was used to purchase shelves for the storage of minute books and land record volumes. The shelves are mobile and can hold our growing volumes of both land and minute books.

On December 18, 2014, the Town Clerk's Office received and processed its first eRecording. East Hampton is the second town in Middlesex County that accepts eRecordings. The Town Clerk's Office has

received and processed 60 eRecordings and collected \$6,080 in recording fees for fiscal year 2014/2015. To date the office has processed 158 eRecordings. We currently have three delivery agents - Corporation Service Company, eRecording Partners and Simplifile. All eRecordings are transmitted electronically from the customer to the delivery agent and then to the Town Clerk's indexing system. The documents are secure and have been reviewed by the delivery agent.



Map: The Connecticut Historical Society

### Tidbits of interesting Information about the Town Clerk's data as of June 30, 2015:

- 🏠 Total number of instruments in Resolution 3 - 247,991
- 🏠 Average number of instruments filed per year = 4,089
- 🏠 Total number of images in Resolution 3 = 557,314
- 🏠 Average number of images filed per year = 13,273
- 🏠 Voter turnout for the 2014 State Election was 65%
- 🏠 188 absentee ballots were issued
- 🏠 Attended one (1) Town Meeting and three (3) Budget Referenda
- 🏠 Collected approximately \$121,724 In Revenue for the State
- 🏠 Collected approximately \$220,126 In Revenue for the Town

### USING E-RECORDING:

- Eliminates postage to mail the documents back to the customer
- Eliminates returning documents unrecorded because the recording fee was incorrect or the document was sent to the incorrect town
- Accurate fees which are deposited directly into the town's bank account
- the following day after the document was recorded
- All documents are verified, signed, witnessed and notarized prior to transmission
- All documents are scanned and sent electronically using the highest quality technology

### Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Land Recordings	885	628	541	938	2,992
Sports Licenses	92	115	113	308	628
Dog Licenses	296	39	33	1,065	1,433
Marriage Licenses	9	9	12	20	50
Notary Services	60	40	57	60	217
Maps Filed	4	24	8	7	43
Conveyance Tax Collected	\$30,906	\$27,625	\$21,542	\$32,534	\$112,607
On-Line Land Record Copies	\$ 1,358	\$ 1,327	\$ 1,603	\$ 1,983	\$ 6,271
Certified Vital Records	\$ 2,510	\$ 2,400	\$ 2,180	\$ 2,735	\$ 9,825
eRecordings	\$ -	\$ 232	\$ 2,163	\$ 3,685	\$ 6,080

[cont. from pg 15]

A SNAP representative from Access Health is onsite 1x month providing intake/assistance with eligibility, redetermination, and selecting a health care plan. In collaboration with the CT Conference of Municipalities, a Prescription Discount Card is available to town residents. It is at no cost to the consumer and serves residents who do not have prescription coverage.

The 2014-2015 fiscal year saw **Youth & Family Services** maintain the number of Marriage and Family

Interns to accommodate the amount of referrals. The interns are graduate level students from CCSU and the University of St. Joseph. They are supervised by the Director and their respective schools. Over 2,661 hours of individual, couples, family, and group counseling were logged on site, at the middle and high school, and the Senior Center. Interns facilitated a men's and women's group one day a week at the Senior Center. Individual counseling for seniors was offered at the office, and if needed, at the center.

Community programming included an eighth grade boy's group on Wednesday nights facilitated by two interns. The Program Prevention Specialist provides the community with programs that foster healthy and positive behaviors. A department of Education Enhancement Grant that was written by the Director and the Program Specialist offset the costs of a Mother-Daughter weekend and an April vacation field trip to the Prudence Crandall House.



## Social Services: Year at a Glance

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Oil Assistance	2	14	9	1	26
Electric Assistance	7	2	5	6	20
Homelessness	1	-	-	3	4
Rent Assistance	-	-	-	-	-
Evictions	-	-	-	-	-
Calls for Information	262	351	193	198	1,004

## Savings and Statistics of the Discount Prescription Program

Measure	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Total Claims	264	211	244	213	932
Total Cards Used	49	57	56	55	217
Member RX Cost	\$12,755.86	\$24,890.84	\$9,379.69	\$9,237.17	\$56,263.56
Avg Member RX Cost	\$48.32	\$117.97	\$38.44	\$43.37	\$60.37
Price Savings	\$17,005.64	\$33,741.95	\$11,961.65	\$9,547.11	\$72,256.35
Avg Price Savings	\$64.42	\$159.91	\$49.02	\$44.82	\$77.53
% Price Savings	57%	58%	56%	51%	56%

